### 2009-2010

## Priority 2: Previous Recipients

## **Endowment Application**

# Community Scholarship Matching Grant Program

Higher Education Coordinating Board 917 Lakeridge Way, P.O. Box 43430 Olympia WA 98504 360-753-7846

Deadline: April 15, 2010



#### ENDOWMENT MATCHING GRANT PROGRAM GUIDELINES

#### **Introduction and Purpose**

The state-funded Community Scholarship Matching Grant Program (CSMG) provides \$2,000 matching awards as an incentive for non-profit, community based organizations to raise local dollars for college student scholarships. Your organization previously received a Washington State Community Scholarship Matching Grant. In an effort to encourage continued scholarship fundraising, your organization is being offered an opportunity to apply for a grant for the purpose of establishing (or adding to) a scholarship endowment fund. This option is designed to add permanence to your efforts by creating a vehicle that can be held in perpetuity to generate college scholarships for future generations.

A \$2,000 endowment-matching grant may be awarded when an organization completes the attached application and provides evidence of raising at least \$2,000 in local money during the period of April 1, 2009 and the date the application is completed (application deadline April 15, 2010). The organization agrees to place the \$2,000 matching money and at least \$2,000 of their local money into an irrevocable endowment. The organization will complete a year-end report verifying the deposit to the endowment.

The endowment matching grant will encourage communities to support local scholarship fundraising efforts. This creates opportunities for local residents to support their communities in a way that benefits young people. The true beneficiaries of the endowment-matching grant will be future community members who receive college scholarships. Not only will they receive a tangible award, but they also will gain increased confidence knowing the community supports their educational goals. A local community scholarship endowment fund also provides a vehicle for local residents who want to give money to the community.

Dollars for Scholars® is a national program of *Scholarship America*, the nation's largest non-profit private sector scholarship and educational support organization. The staff members of Northwest Dollars for Scholars have provided resource materials, technical support and on-site assistance to over 280 Washington and Oregon communities that were interested in forming local scholarships. Preference for CSMG awards is given to organizations that affiliate and are in good standing with Northwest Dollars for Scholars.

#### PRIORITIES FOR THE 2009-2010 YEAR

The Higher Education Coordinating Board has established three priority groups. Filling out the attached application qualifies your organization for consideration under the **Priority Two** group.

#### Priority One

Eligible organizations that have not previously received the matching grant.

#### **Priority Two**

Previous recipients of the matching grant who have raised additional dollars for deposit into a permanent and irrevocable scholarship endowment fund.

#### **Priority Three**

Previous recipients of the matching grant who have raised additional dollars for student scholarships.

#### **ELIGIBLE ORGANIZATIONS**

To be eligible for an endowment matching grant, a community organization must:

- Have an existing scholarship endowment account or make a recorded board motion to establish an endowment fund and, after April 1, 2009, have raised at least \$2,000 to be applied to the endowment fund. Funds raised must be the result of community fundraising activities only, and not include interest from endowments or other interest incomes.
- Have maintained tax exempt status under section 501(c)(3) of the Internal Revenue Service Code.
- Award student scholarships without regard to age, sex, marital status, race, creed, color, religion, national origin, or the presence of any mental, sensory, or physical handicaps.

#### APPLICATION AND SELECTION PROCEDURES

Organizations will be selected after all Priority 1 awards have been made, on a first-come, first-served basis after April 15, 2010, as long as funds remain available. Legislative preference is given to organizations affiliated with Dollars for Scholars. A complete application will include the following:

- A completed matching grant application.
- Copies of bank statements or other dated documents verifying a minimum of \$2,000 raised for student scholarships since April 1, 2009.
- A copy of board minutes or other evidence verifying the existence of an endowment fund or intent to establish an endowment fund. Dollars for Scholars affiliates may contact Northwest Dollars for Scholars for further information and assistance.

Organizations must certify on the application that the following items have not substantially changed since the state awarded the original matching grant:

- Organization's approved by-laws.
- Organization's list of Board members, including names, addresses and occupations.
- Organization's IRS 501(c)(3) tax exemption letter or Scholarship America/CSFA tax-exemption letter. (It is the organization's responsibility to document its IRS exemption.)

Note: If these items have changed significantly, the organization must include updated information with the application.

#### GRANT DISBURSEMENT AND REPORTING

The Higher Education Coordinating Board will disburse the \$2,000 endowment matching grant to the community-based scholarship organizations after April 15, 2010.

Organizations provided with the \$2,000 endowment grant matching funds must deposit them, along with a minimum of \$2,000 of their locally raised funds, into an irrevocable endowment fund.

The Higher Education Coordinating Board (HECB) will include an Award Report when it disburses the matching grant. Please complete and return it to the HECB by June 18, 2010. The report will document that at least \$4,000 was deposited into an irrevocable endowment account.

# STATE OF WASHINGTON COMMUNITY SCHOLARSHIP MATCHING GRANT APPLICATION

Please type or print neatly in ink

# PRIORITY TWO ENDOWMENT APPLICANTS ONLY 2009 - 2010

1						
Contact	Person	E-mail	Ph	Phone		
Contact	Person Mailing Address	City	State	Zip		
2.						
Official	Official Name of Organization		EIN or Fed ID#			
3.						
Official	Street Address of Organization	City	State	Zip		
Снеск н	ERE IF DOLLARS FOR SCHOLA	RS AFFILIATE IN GOOD ST	ANDING			
4. Selected	d Officers:					
Presiden	ıt	Phone (Home)	Phone (Work)			
Street A	ddress	City	State	Zip		
Treasure	er	Phone (Home)	Phone (Work)			
Street A	ddress	City	State	Zip		
5. Updated	Updated Statement of Organization Purpose:					
<b>6.</b> Date on	f State Incorporation:					

(Not required for Dollars for Scholars applicants.)

7.	Fundraising activities: List major activities conducted after April 1, 2009, by which your organization has raised matching scholarship dollars, the date(s) of those activities and approximate amount raised in each activity. Additional activities can be listed on a separate sheet.							
	<u>Activity</u>	<u>Date</u>	Amount Raised					
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8.	Supply evidence of an established endo and irrevocable endowment fund. (An earned only).							
9.	2. Attach copies of bank statements or other dated documents verifying deposits of a minimum of \$2000 raised since April 1, 2009. Include documentation for both beginning and ending dates. Documentation should relate to fundraising activities describe in #7 above.							
10.	10. Please certify that the following have not been substantially revised since the award of the first matching grant. Check the "no" box if items have not changed. Check the "yes" box if items have been substantially revised. If you checked "yes", please provide a copy of the revised documents.							
	<ul> <li>Official Bylaws</li> <li>List of Board members</li> <li>IRS 501(c)(3) tax-exemption letter tax-exemption letter</li> <li>Student scholarship selection method</li> </ul>	-	Yes  No  No  No  No  No  No  No  No  No  N					
11.	I certify that all information contained organization awards student scholarship national origin, or the presence of any rendowment matching award, my organ deadline.	ps without regard to age, sex, marit mental, sensory, or physical handicap	tal status, race, creed, color, religion, os. I further certify that if provided an					
	Signature of Designated Board Officia	al Title						
	Printed Name	· <u>······</u>						
	Phone Number	Date						

Send completed application packet to: Community Scholarship Matching Grant Program, Higher Education Coordinating Board, 917 Lakeridge Way, PO Box 43430, Olympia, WA 98504-3430